



## Volunteer Archivist

### Volunteer Job Description

Volunteer Archivists help to preserve and digitize our archive. This position is perfect for those interested in history or genealogy, with excellent attention to detail. The Volunteer Archivist team meets at the ACRES Office in Huntertown, IN, on Thursdays from 1-4pm. Some archiving work can be completed at home with the proper tools.

#### **Key Responsibilities:**

- Property File Review—Reviewing and organizing nature preserve/property files. Handling sensitive and delicate documents and determining which section or category each belongs to.
- Document Scanning—Once the physical files have been categorized, documents are scanned digitally and saved on the ACRES server.

#### **Qualifications:**

- At least 18 years old.
- Able to use a computer and printer/scanner.
- Comfortable working with a volunteer team and alongside staff members.
- Able to keep sensitive information confidential.
- Highly organized with attention to detail.

#### **Reports To:**

Reena Ramos, ACRES Outreach Manager  
[rрамos@acreslandtrust.org](mailto:rрамos@acreslandtrust.org)  
260-637-2273 x.109

**Please report your hours and notes online at [acreslandtrust.org/volunteer-time-entry](http://acreslandtrust.org/volunteer-time-entry) or email Reena. Reporting your hours keeps your volunteer status active!**